

Disputing an Item from a Payment Worksheet

Created on 2/19/2013 4:08:00 PM

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Disputing an Item from a Payment Worksheet 1

Disputing an Item from a Payment Worksheet



In Core-CT 9.1 dispute information for an item can be entered directly on a payment worksheet. To dispute an item from a payment worksheet users must complete the following fields: **Dispute Reason**, **Dispute Date**, and **Dispute Amount**.

The entire balance of an item or a portion of an item's balance can be disputed.

If a payment is applied to a portion of the disputed item Core-CT 9.1 will automatically add a new row with the Item ID of the item that is disputed. The Pay Amount field in the new row will indicate the remaining balance on the item after the payment has been processed. The same dispute information must be entered for each row in order to save the worksheet.

The dispute information entered on a **Payment Worksheet** automatically displays on the **Detail 1** page of the disputed item.

In this example a payment of \$200 is applied to an Item with a balance of \$250. The remaining balance of \$50 is disputed. Dispute information is entered for both rows associated with the item.

Procedure

Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

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Create Payment Worksheet

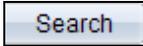
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

Search Criteria

Deposit Unit: [dropdown] [input]
 Deposit ID: [dropdown: begins with] [input]
 Payment Sequence: [dropdown: =] [input]
 Agency Location Code: [dropdown: begins with] [input]
 Payment ID: [dropdown: begins with] [input]
 Payment Status: [dropdown: =] [input]
 User ID: [dropdown: begins with] [input]
 Assigned Operator ID: [dropdown: begins with] [input]
 Payment Predictor Method: [dropdown: begins with] [input]
 Accounting Date: [dropdown: =] [input]
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
1.	Enter BAAM1 into the Deposit Unit field.
2.	Enter 11702 into the Deposit ID field.
3.	Click the Search button. 

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Payment Worksheet Selection

Deposit Unit: BAAM1 Payment ID: 234534 Payment Predictor
 Deposit ID: 11702 Payment Amount: 200.00 USD
 Deposit Status: Partially Applied Payment Status: Worksheet

Customer Criteria

Customer Reference

Customer ID: 15 Business Unit: BAAM1
 Name:
 Remit SetID: BAAM1 Remit From ID: 15
 Corporate SetID: BAAM1 Corporate ID: 15
 MICR ID: [input] Link MICR

Reference Criteria

Reference Criteria: [dropdown: Specific Value]
 Restrict to: [dropdown: All Customers]
 Match Rule: [dropdown: Exact Match]
[Detail Reference](#)
[Item Status](#)

Item Reference

Qual Code	Reference	To Reference
[input]	CTDLC1269	[input]

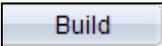
Item Inclusion Options

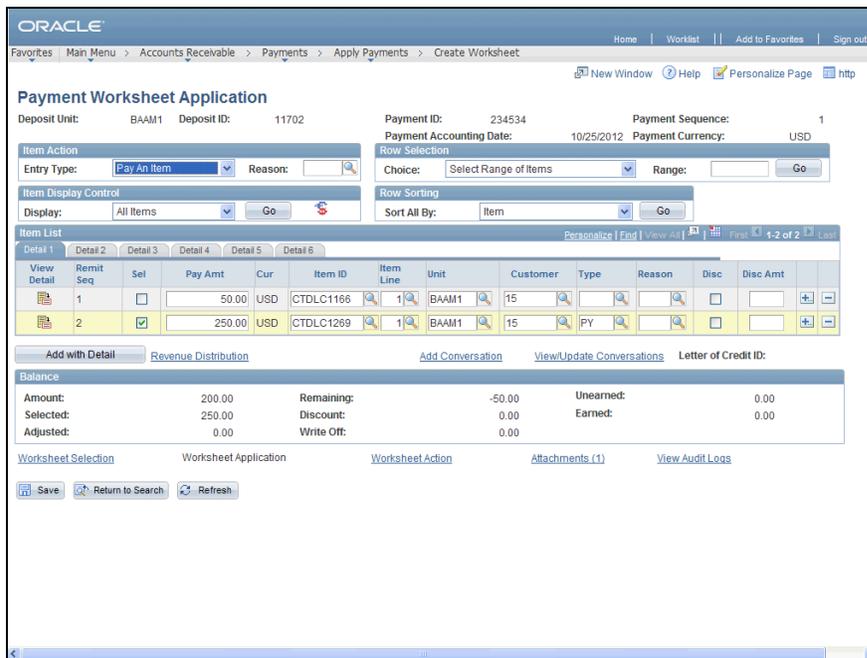
All Items Deduction Items Only Items in Dispute Only
 Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

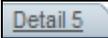
Worksheet Action

Build Clear Created at: 10/29/2012 8:48AM Items: 2

Worksheet Selection Worksheet Application Worksheet Action

Step	Action
4.	Click the Build button. 



Step	Action
5.	A payment of \$200 will be applied to Item ID CTDLC1269. The Item has a balance of \$250. The remaining balance of \$50 will be disputed.
6.	Click in the Pay Amt field. 
7.	Enter 200.00 into the Pay Amt field.
8.	Click the Detail 5 . 

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Payment Worksheet Application

Deposit Unit: BAAM1 Deposit ID: 11702 Payment ID: 234534 Payment Sequence:
 Payment Accounting Date: 10/25/2012 Payment Currency:

Item Action
 Entry Type: Pay An Item Reason:

Item Display Control
 Display: All Items Go

Row Selection
 Choice: Select Range of Items Range: Go

Row Sorting
 Sort All By: Item Go

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Deduction Reason	Deduction Date	Dispute Reason	Dispute Date	Dispute Amount	Claim Number	Claim Date	Promotion Code
	1	<input type="checkbox"/>	50.00	USD	CTDLC1166			<input type="text"/>	<input type="text"/>	<input type="text"/>			
	2	<input checked="" type="checkbox"/>	200.00	USD	CTDLC1269			<input type="text"/>	<input type="text"/>	<input type="text"/>			
		<input type="checkbox"/>	50.00	USD	CTDLC1269			<input type="text"/>	<input type="text"/>	<input type="text"/>			

Add with Detail Revenue Distribution Add Conversation View/Update Conversations Letter of Credit

Balance					
Amount:	200.00	Remaining:	0.00	Unearned:	0.00
Selected:	200.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (1) View Audit Logs

Save Return to Search Refresh

Step	Action
9.	A new row with a Pay AMT of \$50 for Item ID CTDLC1269 has been added. This item now has two rows. One for \$200 that will be applied to the item and the other for the remaining balance of \$50. The same dispute information must be entered for both rows to place this item in dispute.
10.	Click the Look up Dispute Reason button. 
11.	Click the MIS Miscellaneous link. 
12.	Enter 10/29/12 into the Dispute Date field.
13.	Enter 50 into the Dispute Amount field.
14.	Enter MIS into the Dispute Reason field.
15.	Enter 10/29/12 into the Dispute Date field.
16.	Enter 50 into the Dispute Amount field.

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Payment Worksheet Application

Deposit Unit: BAAM1 Deposit ID: 11702 Payment ID: 234534 Payment Sequence:
 Payment Accounting Date: 10/25/2012 Payment Currency:

Item Action
 Entry Type: Pay An Item Reason:

Item Display Control
 Display: All Items Go

Row Selection
 Choice: Select Range of Items Range: Go

Row Sorting
 Sort All By: Item Go

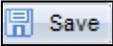
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Deduction Reason	Deduction Date	Dispute Reason	Dispute Date	Dispute Amount	Claim Number	Claim Date	Promotion Code
	1	<input checked="" type="checkbox"/>	50.00	USD	CTDLC1166								
	2	<input checked="" type="checkbox"/>	200.00	USD	CTDLC1269			MIS	10/29/12	50			
		<input type="checkbox"/>	50.00	USD	CTDLC1269			MIS	10/29/12	50			

Add with Detail Revenue Distribution Add Conversation View/Update Conversations Letter of Credit

Balance					
Amount:	200.00	Remaining:	0.00	Unearned:	0.00
Selected:	200.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (1) View Audit Logs

Save Return to Search Refresh

Step	Action
17.	Click the Save button. 
18.	Click the Worksheet Action link. Worksheet Action

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Payment Worksheet Action

*Location Code: BAAM1

Deposit Unit: BAAM1 Deposit ID: 11702 Payment ID: 234534

Entered Date: 12/17/2012 Status: Do Not Post

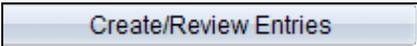
Worksheet Action
 Delete Worksheet
 Delete Payment Group

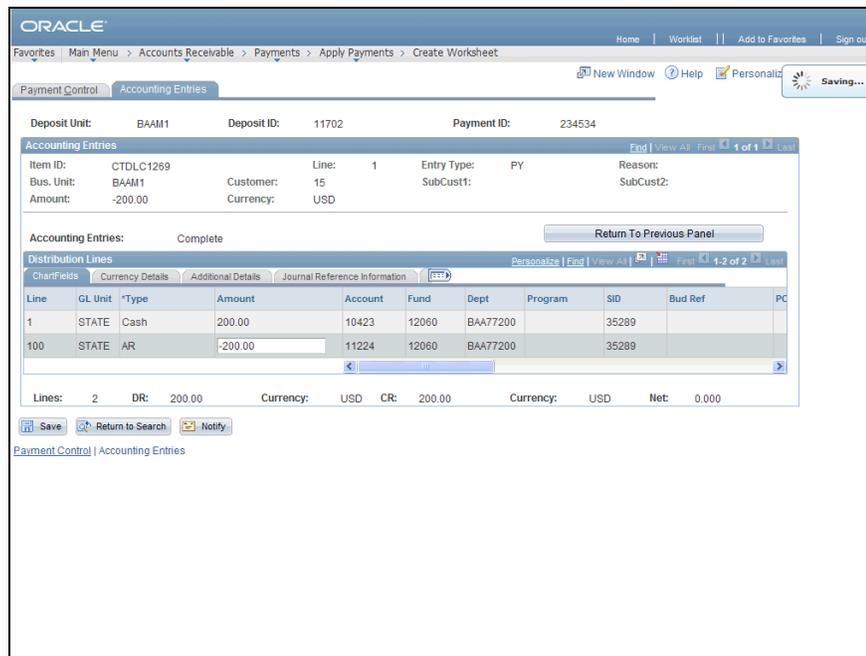
Posting Action
 Action: Do Not Post OK

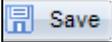
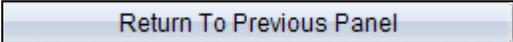
Accounting Entry Action
 Create/Review Entries

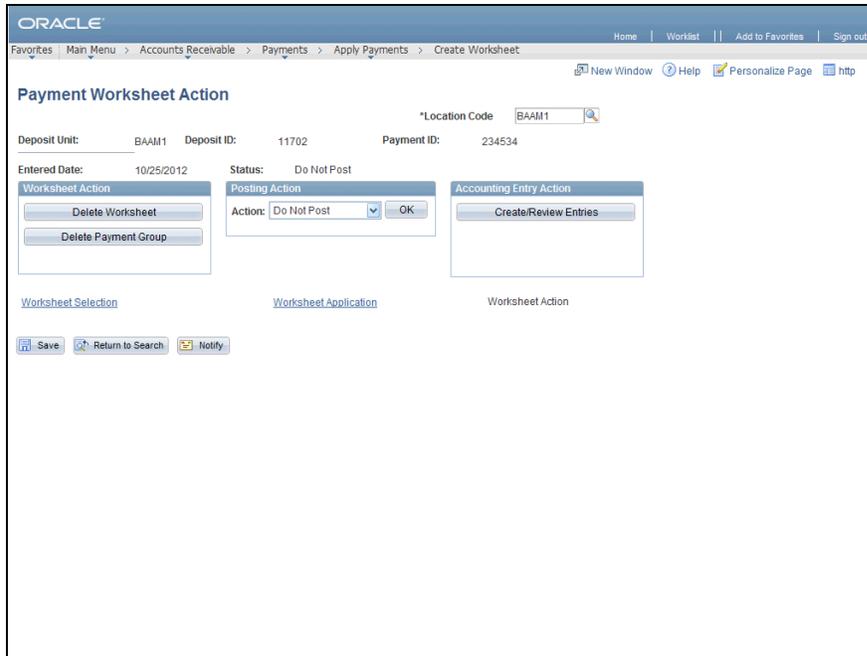
Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

Step	Action
19.	Click the Create/Review Entries button to create the accounting entries. 



Step	Action
20.	The Accounting Entries page displays the accounting distribution lines for the worksheet. Review for accuracy.
21.	Click the Save button. 
22.	Click the Return To Previous Panel button. 



Step	Action
23.	Click the Action list. 
24.	Click the Batch Standard list item. 
25.	Click the OK button. 

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Payment Worksheet Action

*Location Code: BAAM1

Deposit Unit: BAAM1 Deposit ID: 11702 Payment ID: 234534

Entered Date: 10/25/2012 Status: Batch Standard

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

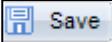
Action: Batch Standard OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

Step	Action
26.	<p>The worksheet will be picked up and processed by AR Update in the next BATCH.</p> <p>Click the Save button.</p> 
27.	<p>End of Procedure.</p>